

#09-33  
July 30, 2009



**\*\* CAREER OPPORTUNITY \*\***

**United States District Court Southern District of Texas**

Position Title: Deputy Chief Probation Officer (Type II)

Location: Houston, Texas

Closing Date: August 31, 2009 at 5 p.m.

Salary Range: JSP 15 - 16 (\$125,915 - \$162,900)\*  
\*Salary Commensurate with Qualifications

The United States Probation Office for the Southern District of Texas is accepting applications for the position of Deputy Chief Probation Officer. The Southern District of Texas currently has 20 United States District Judges and 14 United States Magistrate Judges. The district covers 43 counties along the southern and southwestern border of Texas. The probation office is headquartered in Houston with division offices in Galveston, Corpus Christi, Victoria, Brownsville, McAllen, and Laredo and two satellite offices in Alice and Rio Grande City. The probation office currently has an operating staff comprised of Chief Probation Officer, Deputy Chief Probation Officers (2), Assistant Deputy Chief Probation Officers (6), Supervising Probation Officers (36), Probation Officers (218), Administrative Supervisors (9) and administrative support personnel (82). The Southern District of Texas presently has 5,590 offenders under supervision and prepares 7,000 presentence investigation reports annually.

**POSITION OVERVIEW:**

The Deputy Chief reports directly to the Chief Probation Officer, serving as a full assistant to the Chief Probation Officer, exercising full supervisory control and management control over all personnel of the agency. The incumbent will assist the Chief Probation Officer in organizational planning and management of daily operations, the development and implementation of office policy and procedures, and the management of all personnel. Areas of management include statistical analysis and reporting, program evaluation, budget, financial and procurement management, and space and facilities, human resources, and information technology.

## **REPRESENTATIVE DUTIES:**

The Deputy Chief will perform duties such as the following:

1. Participate in the organization and management of the office to insure expeditious handling of investigative work for the courts, institutions and parole authorities and the effective probation and parole policies in the district.
2. Assist the Chief Probation Officer in the formulation, implementation and modification of probation and parole policies in the district and confer with judges, attorneys and other interested parties to interpret those policies.
3. Assist in the selection of professional and support personnel for appointment and participate in systematic analysis of performance for all subordinates.
4. Supervise office staff including all support, professional, supervisory and administrative personnel; paying particular attention to travel, leave and scheduling of work hours.
5. Supervise administrative work to include analysis and approval of procurement needs, oversight of internal controls, preparation of statistical reports and approval of personnel papers, maintaining files and records and disposing of records.
6. Assist in estimating personnel, space allocation, travel expenses and purchases of services, equipment and supplies.
7. Assist in establishing and maintaining cooperative relationships with other U.S. Probation Offices to assure all requests for assistance from other districts are met promptly and effectively; as well as with all components of the criminal justice system to include federal, state and local law enforcement, correctional and social service agencies.
8. Perform related duties as required by the Chief Probation Officer and the court.

## **QUALIFICATIONS:**

- Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the work of the position, is required. A master's degree is preferred.
- A minimum of seven (7) years of progressively responsible administrative, technical, professional, supervisory or managerial experience that provides evidence of an opportunity to gain (1) skill in dealing with others in person-to-person work relationships, (2) the ability to exercise mature judgment, and (3) a thorough knowledge of the basic concepts, principles,

and theories of management and the ability to understand the managerial policies applicable to United States Probation, such as the experience gained as an Assistant Deputy Chief Probation Officer. At least one year of the seven years must have been performed at the next lower grade or its equivalent.

- Applicants must be less than 37 years of age at the date of appointment as a U.S. Probation Officer.
- Final selectee will be required to undergo an extensive OPM background investigation pursuant to Title 5 U.S.C. § 4521.

### **BACKGROUND INVESTIGATION, DRUG SCREENING AND MEDICAL STANDARDS:**

First time appointees to the position of a U.S. Probation Officer must undergo an extensive OPM background investigation. Prior to appointment, final selectee will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may be appointed provisionally, pending a favorable determination by the court.

### **APPLICATION PROCESS:**

Qualified candidates must submit a resume including name, address, telephone number, education, work and salary history, an explanation of any breaks in continuous employment of longer than 90 days, and three references that may be contacted, to: **Becky Burks, Chief U.S. Probation Officer, P. O. Box 61207, Houston, TX 77208. Please mark the envelope "Confidential."** No resumes or enclosures will be returned.

### **BENEFITS:**

Up to 13 days paid vacation per year for the first three years of employment. Thereafter, up to 26 days per year.

Participation in the Federal Employees Health and Life Insurance Program, Federal Employees Retirement System and Thrift Savings Plan.

This position is subject to mandatory EFT (Electronic Fund Transfer) participation for payment of net pay.

The Probation Office reserves the right to withdraw the announcement without prior notice.

### **THE COURT IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**